

Brittany E. Lutz

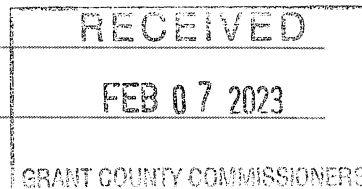
From: noreply@civicplus.com
Sent: Tuesday, February 7, 2023 9:19 AM
To: BOCC Consent
Subject: Online Form Submittal: OUT OF STATE TRAVEL REQUEST APPLICATION

****EXTERNAL EMAIL****

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OUT OF STATE TRAVEL REQUEST APPLICATION

Traveler's Name	Derek Jay
Dept/Committee	GCSO/Corrections
Date of Request	2/7/2023
Travel Type	Out of State Travel
Departure Date	6/25/2023 12:00 AM
Return Date	6/29/2023 12:00 AM
Grant	No
Fund/Dept	112.154.00.0000.52360.3100
Destination (City, County, State)	Houston, TX
Purpose of Travel	Attend- NADCP - National Association of Drug Court Professionals Conference. The tuition and membership fees (approx. \$1000) will be covered by GC Superior Court Drug Court Program. Our expenses will be limited to Travel, per diem, hotel.
Hotel - GSA Rate	\$122.00
Hotel - Nightly Rate	\$122.00
Cost Application	Conference Rate
Rental Car Required	No
Hotel Total	\$575.00



Conference Fee	0.00
Daily M&IE at Destination	\$69.00
Rental Car Cost per day	0.00
Explanation for Rate (required if hotel cost is greater than per diem, or government rate)	.
Air Carrier	Delta/Southwest
Cost of Flight	\$1200.00
Total trip cost (Include all cost totals)	\$2100.00
Preparer's Name	Tonya Steele
Preparer's Title	Support Specialist
Preapproved by EO/DH?	Yes

Use of travel card to fill a rental vehicle gas tank prior to its return is recommended.

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